



Dear CSA Club,

This manual has been designed by the Colorado Soccer Association to provide rules, procedures, and guidelines to help facilitate a smooth and successful tournament.

Each section is specifically designed to aid you in the application process and follow up requirements for tournaments in Colorado. The forms section provides the format for all tournament reports required by CSA.

***It is very important that you take the time to read this manual.***

Thank you,

Nate Shotts  
Chief Executive Officer  
Colorado Soccer Association

# **CSA Tournament Manual 2023-2024**

Section 1

General Terms & Definitions

## Definitions

**CSA TOURNAMENT SANCTION:** All tournaments held within the boundaries of the Colorado Soccer Association, in which CSA teams participate, **must be sanctioned /approved by CSA**. The purpose of tournament sanctioning is to ensure that all tournaments are held in a “uniform” manner, and that tournament rules are within the guidelines set by CSA. Sanctioning ensures that all teams that enter a CSA “sanctioned” tournament know exactly what to expect when they participate in a tournament. Another purpose of sanctioning a tournament is the insurance coverage. CSA sanctioned tournaments are covered under the CSA Liability Insurance Policy and meet the requirements of US Youth Soccer as stated in the Hosting Agreement.

**FUTSAL:** An Indoor 5 v 5 competition approved by CSA, which is conducted in accordance with the rules for Futsal. Futsal must be played without dasher boards and with the Futsal approved low-bounce ball.

**INTERNATIONAL TOURNAMENT:** Tournaments specifically intended to provide competition for teams in an international format. These competitions may include features not normally permitted in CSA approved tournaments. International tournaments are open to all CSA teams and any affiliated US Youth Soccer State Associations, as well as affiliated teams from USSF and foreign countries, if the tournament has applied for and been granted the proper status. International sanction must be granted by both CSA and USSF.

**TOURNAMENT:** A competition sanctioned by the Colorado Soccer Association (CSA), which is conducted in accordance with the CSA tournament procedures. Indoor tournaments must comply with US Indoor rules for Futsal.

**JAMBOREE:** A competition approved by CSA, which is not necessarily in accordance with CSA tournament procedures. Jamborees may not keep standings, distribute awards, nor charge an entry fee. Teams may be asked to “contribute” a nominal amount to defray cost of fields, referees, restrooms, etc., which should not exceed what is expended by the host club for the jamboree. Jamborees will not be advertised by CSA.

**US YOUTH SOCCER TOURNAMENTS:** US Youth Soccer National Championship Series (State Cup) is the exception. US Youth specify rules.

# Tournament Classifications

## TYPES OF TOURNAMENTS:

**A tournament sanctioned by a member of the US Soccer Federation can be classified as either a “Restricted” Tournament, or an “Unrestricted” Tournament:**

**RT RESTRICTED TOURNAMENT:** A Tournament that is open only to teams who are members of US Youth Soccer and its State Associations.

**UT UNRESTRICTED TOURNAMENT:** A tournament that is open to teams from all Federation affiliates, including any tournament with foreign teams from a FIFA recognized member. Tournaments operating with CSA sanctioning must be conducted under US Youth and CSA rules. International teams must adhere by USSFFIFA rules. When posting information regarding your “Unrestricted” Tournament, you must indicate that the tournament is sanctioned by US Youth Soccer but is open to all Federation affiliated participants.

## TYPES OF TEAMS:

**LEAGUE SELECT TEAMS** (teams formed by a selection or tryout process)

**S1** A team which competes at the highest level of play in a state or region.

**S2** A team which competes at less than the highest-level of play in a state or region.

**S3** A team which competes in a local area or state.

**S4** A team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes select players who are members of the one club.

## **RECREATIONAL TEAMS**

**RT** A team which is formed in a random nature without regard to players abilities.

## **US YOUTH SOCCER OLYMPIC DEVELOPMENT**

**ODP TEAM:** The official US Youth Soccer Olympic Development team of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof, or any league.

**NATIONAL TEAM:** The official national team of US Soccer or any other member of FIFA.

**OTHER:** A team that does not fit any of the above definitions, a hosting organization must provide additional definitions and descriptions.

# CSA Tournament Manual 2023-2024

Section 2

Application Process

# Rules for Scheduling and Sanctioning a Tournament

## I. SANCTIONED TOURNAMENTS

- A. All tournaments run by CSA clubs in good standing may continue to be sanctioned for their historic weekend so long as they meet the following criteria:
1. CSA will not sanction more than two events per weekend that offer the same gender/age or level of play categories except those grandfathered under rule #2, and those, at the discretion of the tournament committee, which have a significant distance between each location.
  2. No club, including its affiliates, may be sanctioned for more than three tournaments per year, unless they have been grandfathered in by the CSA BOD. Clubs and affiliates already hosting more than three tournaments may not receive sanctioning for additional tournaments unless they drop existing tournaments.
  3. In the event any tournament is acquired by a CSA member entity created by a "merger", it shall be recognized and sanctioned so long as it remains in compliance with CSA tournament policies.
  4. Sanctions for recreational tournaments shall only be issued to member organizations that register all their recreational players in their organization with CSA.
  5. Any club that fails to comply with CSA tournament policies or fails to conduct its event in any seasonal year shall forfeit its opportunity to host that tournament for the specific age and gender groups. Reapplication would be permitted under "New Tournaments" after 12 months from the date forfeited.
  5. Beginning in seasonal year 2008, any club hosting more than three events shall forfeit this opportunity if:
    - a. There is a failure by this club to comply with CSA tournament policies for any of their hosted tournaments.

- b. The club fails to conduct an event in a seasonal year. (Acts of God and governmental intervention are exempt.)

## **II. NEW TOURNAMENT APPLICATIONS**

### **Type I – Clubs without an Existing Tournament**

- A. CSA shall sanction no more than one (1) tournament per club in this category.
- B. Open weekends for which there are two or more new tournament applications shall be awarded based upon guidelines established by the CSA Tournament Committee and approved by the CSA BOD.
- C. Applications in this category shall be given priority consideration.

### **Type II – Clubs with One or Two Existing Tournaments**

- A. Member clubs may apply for an additional tournament; however, the said application must be made for a weekend where there are one or more existing tournaments.
- B. Open weekends for which there are two or more new tournament applications shall be awarded based upon CSA approved guidelines.

Applications from clubs without an existing tournament (Type I) will be given priority over Type II applications.

### **Type III – Clubs Seeking to Reinstate Tournaments**

- A. Member clubs who have had a tournament sanction revoked may reapply after twelve months. This application must be made for a weekend when there is one or no existing tournaments.
- B. Open weekends for which there are two or more new tournament applications shall be awarded based upon guidelines approved by the BOD.

Type I and Type II applications will be given priority over Type III application.



### **III. Other matters**

1. The tournament application window will be open each year between July 1<sup>st</sup> and October 19<sup>th</sup> for tournament approval in the subsequent year. Pre-existing tournaments seeking approval may submit their applications as early as July 1<sup>st</sup>, however new tournaments seeking approval must wait until October to submit their applications. All completed tournament applications, paperwork and fees MUST be submitted by October 19<sup>th</sup> for approval; any incomplete applications/fees or any applications or fees submitted after October 19<sup>th</sup> will not be accepted!

\*Disclaimer – All tournament applications will be submitted to the CSA Tournament Committee for review, analysis, recommendations, and approval.

## **Non-International Tournament Hosting Requirements**

## **Colorado Soccer Association Hosting Requirements**

1. All tournaments seeking CSA sanctioning must be sponsored by a member club in good standings.
2. All applications must include:
  - a. Application to Host a Tournament
  - b. US Youth Soccer Hosting Agreement
  - c. One (1) copy of Your Tournament Rules
  - d. Check payable to CSA in the appropriate amount (see page 11)
3. Tournaments will not be submitted for approval until all required information has been received by the CSA office.
4. All completed applications must be submitted by October 19<sup>th</sup> for approval in the subsequent year. Applications submitted after this deadline will not be accepted. Pre-existing tournaments may apply as early as July 1<sup>st</sup>, however applications for new tournaments must wait until October for submission.

## **HOSTING A JAMBOREE**

### **Definition**

A competition approved by CSA, which is not necessarily in accordance with CSA tournament procedures.

### **Requirements**

1. Jamborees may not keep standings, distribute awards, nor charge an entry fee.
2. Teams **may** be asked to “contribute” a nominal amount to defray cost of fields, referees, restrooms, etc., which should not exceed what is expended by the host club for the jamboree.
3. Jamborees are to be operated on a “not for profit” basis.
4. Jamborees are not included on the CSA tournament calendar or in advertising E-blasts.

### **Applying to Host a Jamboree**

1. Complete the Application to Host a Jamboree form and Hosting Agreement.
2. Submit the form with a copy of the Jamboree rules.
3. \$100.00 Tournament fee.
4. Submit all information and fees to CSA.

## Categories and Fees

The following categories and fees will be required for all restricted (RT) and unrestricted (UT) tournaments requesting sanctioning by CSA.

Competitive Only	RT	\$600.00	Affiliated US YOUTH Advanced Teams
Competitive and/or Foreign	UT	\$700.00	Affiliated US YOUTH, CSA, USSF Teams
Recreational & Competitive	RT	\$600.00	Affiliated US YOUTH & CSA Recreational
Recreational & Competitive	UT	\$700.00	Affiliated US YOUTH & CSA Recreational
Recreational Only	RT	\$600.00	Affiliated US YOUTH and CSA
Indoor (Futsal)	RT	\$250.00	Affiliated US YOUTH and CSA Teams
Jamboree	RT	\$100.00	Affiliated CSA Teams (no advertising by CSA)
Including 20Us		\$50.00	Add-on fee for any tournament hosting 20U This is only the case for high school players who do not meet the 19U cutoff. (This fee is necessary to cover their insurance as adult players.)

## **Tournament Status Changes after Approved Sanction Has Been Given**

1. All changes to a tournament after initial approval must be submitted in writing on the Tournament Change Request form. Changes submitted without this form will not be considered for approval.
2. Tournaments requesting changes to approved age groups/gender or level of play must be presented to the Tournament Committee; such changes may delay approval a minimum of 2 weeks.
3. All changes are subject to approval and may take 1-2 weeks or more, depending on the nature of the change.
4. Changes that affect a tournament's posting on the CSA website may take 1-2 weeks to post.
5. Failure to have sanctioned tournament changes approved may result in disciplinary action resulting in withdrawal of sanction.

# CSA Tournament Manual 2023-2024

Section 3

CO Requirements & Rules

## **Acceptance/Rejection of Teams**

### **Accepting Teams**

1. Each team accepted into a tournament should receive notification of their acceptance.
2. Tournament rules must be posted where all teams have access.
3. Criteria for acceptance of teams to individual tournaments cannot be based on a team's ability to provide referees. In addition, accepted teams cannot be required to provide a tournament referee, nor can any tournament use such criteria for penalizing a team in any way. This is for the advanced side only, not the developmental side.

### **Rejecting Teams**

1. Teams must be notified in writing of non-acceptance within the seven days after the tournament entry deadline.
2. The entry fees of teams rejected by a tournament must be returned in full of the rejection notice.
3. The tournament director will retain the stamped tournament application.

## Credential Requirements

All affiliated teams, including those from other state associations and foreign countries (except West Region states), must have approved travel papers, including rosters, which will ensure that all players are properly registered.

All affiliated teams, including those from other state associations must have the following:

1. Team **league** rosters must contain the players' name, date of birth, US Youth player identification number, and the signature/stamp of the Club Registrar.
2. Member pass (**must be laminated**) and must contain the following information:

**Front: State**

**Member – This should state whether it is a “Player” or “Coach.”**

Player's name as it appears on birth certificate.

Date of birth

Team name

Age group

Seasonal year

**Back:** Current photo – passport style

State/Club Registrar's signature or stamp.

3. Each coach and assistant coach shall have his/her own member pass containing the same information as is required on a player pass (A coach pass need not include date of birth). These passes are to comply with US Youth requirements, and show participant has completed background check, concussion training and SafeSport Training.
4. The guest player's pass must accompany the single event player loan form (for out of state teams only)
5. A properly completed and signed medical release form (available on the CSA Website) must accompany all rostered players and guest players.  
*\*Please note that a notary is not required.*
6. If your tournament is hosting traveling teams outside of the West Region, both the tournament director and the CSA office must receive an approved application for travel from the out-of-state teams BEFORE the tournament commences.
7. Under No Circumstances may a player participate in a tournament game without a proper member pass or CSA approved temporary pass. Digital Passes and photo rosters may be used.
8. To protect the identity of our players, birth certificates are not required to be kept by team officials and shall not be carried to any CSA sanctioned event.

CSA sanctioned tournaments shall not ask to see birth certificates as part of their credential requirements.

9. Any tournament requesting to host 20Us would be required to apply for adult sanctioning as well as youth sanctioning with CSA, due to insurance restrictions. When applying for adult sanctioning, the following protocol will go into effect:
  - a) The Club requesting adult sanctioning will be required to pay CSA an additional \$50 application fee.
  - b) The 20U teams accepted into the adult/youth sanctioned tournament will need to pay CSA \$10 per player for a player pass, and to be covered by insurance as an adult.
  - c) CSA would require the Tournament Director to return the supplied spreadsheet back to CSA, listing all 20U player's names, prior to the tournament start date.



## Disciplinary Procedures and Penalties

Discipline shall fall under the Tournament Director. After the Tournament Director or Tournament Committee's review, the discipline matter can then be escalated to the appropriate club or state association for further action, if necessary.

The following FIFA laws will apply to all games:

Game suspensions listed below are to be regarded as minimums for the charged offenses depending on the findings of the Disciplinary Committee. Penalties may be increased according to the gravity of the infringements and the reasons for such increased penalties shall be documented on the Send-off Report or on an enclosed document by the Disciplinary Committee.

When sent off the field of play and shown the red card for infringement of the "Laws of the Game", players and substitutes shall be disciplined by further games suspension as follows:

- A. Serious foul play (S1)
  - 1. Examples included but are not necessarily limited to when a player, in a violent or dangerous manner intentionally trips, holds, pushes, charges, or tackles an opponent from behind the penalty shall be: ALL AGE GROUPS- Suspend for **minimum of one (1) game**.
- B. Violent Conduct (S2)
  - 1. Examples include, but are not necessarily limited to, Striking, or attempting to strike another player, team official or spectator, unlawfully entering the field of play during an altercation. ALL AGE GROUPS – Suspend for a **minimum of two (2) games**.
  - 2. Pushing in an act of aggression, striking, or attempting to strike a referee, linesperson or fourth official. ALL AGE GROUPS- Suspend for a **minimum of one (1) year**, unless serious injuries are inflicted then the minimum suspension period will be at least five (5) years.
- C. Spits at another Person (S3)
  - 1. Examples include but are not necessarily limited to spitting or other unseemly acts on or at another person. ALL AGE GROUPS – Suspend for a **minimum of two (2) games**.
- D. Denies opponent goal or goal scoring opportunity by deliberately (S4) handling the ball. ALL AGE GROUPS – Suspend for a **minimum of one (1) game**.
- E. Denies obvious goal scoring opportunity to an opponent moving (S5) towards the players' goal. ALL AGE GROUPS – Suspend for a **minimum of one (1) game**.

- F. Offensive, Insulting or Abusive Language. (S6)
1. Examples include but are not necessarily limited to uttered in frustration and in the referee's opinion, loud enough to be heard. ALL AGE GROUPS – Suspend for a **minimum of one (1) game.**
  2. Examples include but are not necessarily limited to words or actions directed towards any person. ALL AGE GROUPS – Suspend for a **minimum of two (2) games.**
- G. Second Caution: (S7)  
ALL AGE GROUPS – suspend for a **minimum of one (1) game.**

In specific situations, the Disciplinary Committee may place an individual on probation in addition to suspension. The probationary period is to be served immediately following the suspension period and is intended to monitor an individual's degree of reformation. Should an individual on probation be sent off from the field of play and shown the red card during the probationary period the matter shall be referred to the DC committee for evaluation.

## **Cancellation of a Tournament**

1. Tournaments that are cancelled due to lack of entrants must return entry fees to applicants in full within seven (7) days of the entry deadline.
2. Tournaments cancelled due to inclement weather, acts of civil disobedience, war, destruction of facilities, or other circumstances deemed by the Tournament Committee to be beyond the control of the hosting league may retain up to 30% of the entry fee providing they have documented the expenses to the State Tournament Chairperson to cover money already disbursed for the tournament.
3. No tournament may retain any or part of a team's entry fee under this provision without written permission from CSA.
4. If requesting to retain any portion of the team entry fees, the tournament director must submit in writing the following:
  - a. Financial report itemizing the entry fees collected.
  - b. Tournament related expenses
  - c. Copy of valid receipt for all expenses
5. CSA will review all documentation and determine the allowable retention of fees and the mandatory refunds to teams and send written notification to the tournament director.
6. Refunds to teams must be postmarked within 45 days of written decision.
7. A cancelled tournament that wishes to reschedule must request approval within 72 hours of the tournament's cancellation.

# CSA Tournament Manual 2023-2024

Section 4

International Tournaments

## Hosting Foreign Teams (Teams from Outside the US)

1. These procedures apply when hosting one or more foreign teams for a tournament or games, whether that tournament or games include United States teams and foreign teams or foreign teams only. A foreign team is any team from outside the 50 States of the United States and the District of Columbia. The provisions are in addition to those required as stated above for hosting a tournament. All provisions stated above must also be complied with.
2. Once you have received approval from CSA, you will need to apply for permission from US Soccer.
3. The following documentation MUST be submitted to US Soccer to receive approval.
  - a. A completed USSF International Tournament Hosting Application (signed by CSA)
  - b. A completed USSF International Tournament Hosting Agreement
  - c. A copy of the Rules for the Tournament or Games in accordance with FIFA Laws of the Game. Please review the Rules Checklist for hosting a Game or Tournament Involving Foreign Teams. Rules submitted MUST follow the below guidelines:
    1. OVERTIME – FIFA's rule specifies that if overtime periods are used, overtime periods must be played to completion. "Golden goal" and "Silver goal" are no longer allowed.
    2. SUBSTITUTIONS – FIFA's rules specify that the following substitution rules must be included:
      - (1) A player may be substituted on at a stoppage of play with the permission of the referee; otherwise, substitutions may be made at any stoppage only with the permission of the referee, and
      - (2) If the age group is 15 & under, free substitution is allowed. For age groups 16 years and older, free substitution is allowed providing the tournament is not an official competition (but a friendly club tournament) and the age category does not include matches between national teams of CONCACAF member countries.
4. Applicable fee (\$75) made payable to US Soccer Federation. This can be submitted via check or credit card...

Submit the Application and payment to:

US Soccer Federation  
Attn: Hosting/Travel  
1801 S Prairie Avenue  
Chicago, IL 60616

Or via email to: [hosting-travel@ussoccer.org](mailto:hosting-travel@ussoccer.org)

5. It would be wise to purchase medical insurance for teams entering your tournament from foreign countries. We suggest you include the cost of the insurance in their fee.
6. Foreign Team Credentials - Teams traveling to CSA tournaments from foreign countries must have the following credentials:
  - a. Written proof of permission to travel from their National Association
  - b. Proof of insurance coverage for their players (medical releases)
  - c. Photo identification of player (passport)
  - d. An official roster with player passes.

## **UNITED STATES SOCCER FEDERATION RULES CHECKLIST FOR TOURNAMENTS**

For a current copy of this checklist and other current International Tournament forms, please visit the US Soccer website at:

<https://www.ussoccer.com/about/federation-services/youth-permission-travel-hosting/application-to-host-foreign-teams>

or request a current copy from CSA.

# CSA Tournament Manual 2023-2024

Section 5

Referees

## **Choosing a Referee Assignor**

All CSA sanctioned tournaments must have a currently registered US Soccer certified referee assignor who is in good standing.

### **Requirements for Selecting a Referee Assignor**

1. Referee Assignor must be US Soccer Certified. For further information, please contact the Director of Referees, Esse Baharmast at EBaharmast@coloradoreferees.com.
2. Start the selection process at least six months in advance and choose the assignor at least four months before the tournament.
3. Limit the list of candidates to those individuals who are familiar with the experience and capabilities of the referees who will be officiating at the tournament.
4. Select an assignor based upon his or her reputation in the soccer community and his or her experience as an assignor and as a referee.

### **Other Suggestions**

1. Provide adequate funding for breakfast/snack and refreshments for officials, both solid and liquid. We strongly recommend healthier breakfast items (bagels, cream cheese, fresh fruit, coffee, hot chocolate, juice, water; and adequate supplies of cold water, electrolyte beverages, juice, and other “nutrient beverages” available throughout the entire day, in addition to fresh fruit and items such as energy bars to supplement referee nutrition throughout the day.
2. Consider appointing a competent senior referee assignor or instructor to serve as “Tournament Referee” to observe games in which potential problems can arise and use preventative measures to diffuse potentially difficult situations.

### **Compensation Requirements**

1. Tournaments that are for the benefit of bona-fide charitable organizations may give appropriate gifts as compensation for referees. All other tournaments are required to pay referees and assignors for their services. Referee pay rates should be comparable to standards within the soccer community.



2. Tournament paying agents are prohibited from paying persons who are not registered as referees with the U.S. Soccer Federation for the current year. Information concerning registered referees may be obtained from the State Referee Administrator.

## Guidelines for Referee Assignors

Availability requests should be announced at least three months in advance using email, text, social media and, if necessary, mailing lists available to all certified assignors through the Colorado Registration and Learning Management group.

Pay attention to legitimate requests made by referees and make reasonable attempts to comply with them.

Insofar as possible, adhere to the following assignment guidelines:

1. Limit assignments to a maximum of three 90 min games (four 60 min games) per referee per day.
2. All advanced tournaments shall follow US Soccer assignment protocols. The center referee for all age groups shall be currently registered, neutral and in proper uniform, and at least two years older than the age group being officiated. On all games 13U and above, the assistant referees shall be current registered, neutral and in proper uniform. On games 12U and below, a single currently registered, neutral referee who is at least two years older than the age group being officiated should be assigned. Neutral assistant referees, who are currently certified, may be used if available.
3. Whenever possible, stagger game assignments, e.g. assign a referee to two consecutive games, then give him or her one time slot off, then assign him or her to a third game.
4. Do not assign any referee to do two consecutive 13U and above "centers."
5. Do not assign any official (referee and assistant referee) to the same team more than once.
6. Do not assign an individual as an official for a game involving a team that has a strained relationship with that individual.
7. Determine in advance whether an official has a child playing in the tournament. If so, do not assign that official to referee any game in which his or her child's team or age group is participating.
8. Use your best efforts to eliminate even the perception of any possible bias on the part of an official.

9. Assign an adequate number of officials as “standbys” to fill in for officials who get sick or injured, arrive late, or fail to show up at all.
10. Please remember that non-certified persons who act as officials **may not** be paid in cash or by check. However, they may receive a pre-purchased gift.

Make sure that the referee assignor or a knowledgeable assistant always staffs the referee assignment station.

# CSA Tournament Manual 2023-2024

Section 6

Mandatory Reports

# Mandatory Tournament Reports

## Pre-tournament

One (1) week prior to the start of your tournament, you must present to CSA your list of participating teams.

## Post-Tournament

### Red Card Report

The **Tuesday** following your tournament you must return to CSA the following:

- Tournament Red Card Report found in Forms section. All information on this form must be in your report for your submission to be complete. If you send a report without this information, it will be considered late.
- Referee's send-off report for each red card issued. Include any additional disciplinary action taken by the tournament.
- Only score cards that include referee reports regarding red-card infractions.
- Any US YOUTH player or coach pass continuing to be withheld during the tournament whereby the suspension of the player/coach exceeds the length of that tournament shall be sent to the CSA Office along with remaining games to serve under the suspension. This includes all out of state pass cards as well. CSA notifies all out of state associations of all infractions that their teams have acquired in Colorado. However, if the penalty assessed by the tournament disciplinary committee has been served in its entirety at the conclusion of the tournament, the player or coach pass may be returned to the appropriate team official.

**Note:** Per CSA rule 14.2 "Cautions (yellow cards) issued during non-league competition shall not carry forward to league play." CSA only requires those game reports and game cards, which cite the issuance of a red card.

### Tournament Incident Report

Incident reports are required for any situation that is:

1. "Out-of-the-ordinary"
2. Possibly require further CSA involvement.

Incident reports must be submitted to the CSA office at the same time as the Red Card Report.

## **Summary of Sanctioned Tournament Reports Required**

For sanctioned tournament compliance, the following items must be submitted:

1. List of Accepted/Rejected Teams due 1 week before the start of your tournament.
2. Red Card Report due the Tuesday following your tournament by 6:00 p.m.
3. Tournament Incident Report due the Tuesday following your tournament by 6:00 p.m.